



PHILIP L. BROWNING  
Director

**County of Los Angeles  
DEPARTMENT OF CHILDREN AND FAMILY SERVICES**

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Board of Supervisors

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**ADOPTED**

BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

May 06, 2014

32 May 6, 2014

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

*Sachi A. Hamai*  
SACHI A. HAMAI  
EXECUTIVE OFFICER

Dear Supervisors:

**REQUEST DELEGATED AUTHORITY TO PROCURE FOOD AND BEVERAGES FOR  
RESOURCE FAMILY RECRUITMENT, TRAINING, RETENTION AND  
SUPPORT PROGRAMS  
(ALL SUPERVISORIAL DISTRICTS)  
(3 VOTES)**

**SUBJECT**

The Department of Children and Family Services (DCFS) is requesting delegated authority to expend up to \$196,800 in AB 2129 funds to provide adequate food and beverages for a wide range of ongoing local and countywide recruitment activities and training events in support of Resource Families for DCFS and Department of Probation (Probation) placed children.

**IT IS RECOMMENDED THAT THE BOARD:**

1. Delegate authority to DCFS Director or his designee to expend up to a total of \$196,800, including \$80,400 for Fiscal Year 2014-15 and \$116,400 for Fiscal Year 2015-16, to ensure adequate food and beverages are a part of recruitment events, as well as full-day training and conferences, for prospective and current Resource Families for DCFS and Probation placed children; and
2. Delegate authority for the Director of DCFS to increase the AB 2129 food and beverage amount up to 10 percent, if necessary, to complete provision of food and beverages to AB 2129 related events during Fiscal Years 2014-15 and 2015-16.

## **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

Maintaining a sufficient number of qualified Resource Families to provide essential care and supervision for children who cannot safely remain in their own homes is a critical priority for the Department. Resource Families are essential partners in achieving the outcomes of safety, permanence, well-being, and self-sufficiency for the children and families we serve. In order to recruit prospective Resource Families, DCFS sponsors numerous faith-based and community outreach meetings. It is important that these meetings are inviting and welcoming in order to keep families engaged and interested in becoming Resource Parents. Providing refreshments is essential to helping families feel welcomed and appreciated.

Once Resource Families are licensed by the State Community Care Licensing Division (CCLD) and approved by DCFS, these licensed foster parents are also required to complete ongoing mandated training hours to meet State and County requirements. In addition, licensed foster parents and relatives who care for children with specialized medical and emotional needs must complete additional specialized training (initial and ongoing). The Department assists caregivers in meeting these requirements and continuing to provide quality care to children by conducting countywide training and conference events. These trainings and events cover an array of workshop topics that align with key departmental initiatives and are designed to better equip Resource Families to continue providing essential care to placed children, thereby improving their quality of life. Large numbers attend these events. These training and conference style events are organized at venues that lump reasonable food and refreshment costs and facilities costs associated with the day's training and conference activities. Lunch is sometimes offered to keep participants onsite for the afternoon sessions, and DCFS attempts to include a lunch-time speaker or training activity at this time.

The requested funding of \$196,800 would represent only 15.89% of the estimated total of \$1,238,384 in AB 2129 funds for Fiscal Year 2014-15 and 2015-16. The majority of funds are utilized for other event costs such as printing for mailers and brochures, presenter and translator fees, parking, audio-visual equipment charges, and other service charges. For FY 2014-15, the Department would expect to spend no more than \$80,400 for associated food and refreshment costs for approximately twelve recruitment events, one large in-service training and one large conference-style training for approximately 2,400 prospective and current Resource Family attendees. For FY 2015-16, the Department would expect to spend no more than \$116,400 for associated food and refreshment costs for approximately twelve recruitment events, two large in-service training events and one large conference-style training for approximately 3,000 prospective and current Resource Family attendees.

The Chief Executive Office (CEO) has reviewed and approved this letter. County Counsel has also reviewed this letter.

## **Implementation of Strategic Plan Goals**

The recommended actions are consistent with the principles of the Countywide Strategic Plan Goal 5 (Children and Family Well-Being). Ensuring that qualified Resources Families are recruited, trained and supported as they care for DCFS and Probation placed children directly supports the departmental goals of safety, permanency, well-being, and self-sufficiency.

## **FISCAL IMPACT/FINANCING**

The projected food and beverage costs for \$80,400 in FY 2014-15 and \$116,400 in FY 2015-16, for a total of \$196,800, will be funded with 50 percent (\$98,400) Federal revenue and 50 percent (\$98,400) 2011 State Realignment funds. There is no Net County Cost (NCC). Funding is included in the Department's FY 2014-15 Budget Request, and will be included for subsequent fiscal year in the Department's future budget request.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

County Code Section 5.40.097, Incidental Expenses, authorizes department heads an annual sum of \$5,000, up to \$500 per occurrence, for incidental expenses for breakfast, luncheon and dinner meetings, conferences and events which are held for the discussion of departmental business and other necessary expenses incidental to the performance of the duties of county officers. These limitations did not contemplate the legitimate use of federal and state funding, such as AB 2129, for food and beverages used to recruit and provide a welcoming environment for Resource Families.

Licensed or certified Resource Families are eligible for Title IV-E training reimbursement including food. As such, authorization to purchase these necessary refreshments and food items, associated with recruitment, training, and support of Resource Families is requested.

### **CONTRACTING PROCESS**

The acquisition of training services and venues, which may require use of their food and beverage services, falls within the authority of the County Purchasing Agent. Any such purchases will be requisitioned through, and accomplished in accordance with the County's purchasing policies and procedures.

### **IMPACT ON CURRENT SERVICES (OR PROJECTS)**

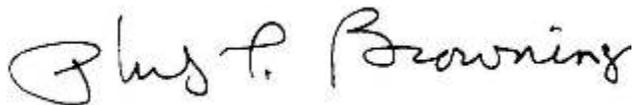
The recruitment, support and training of Resource Families are critical and integral parts of the DCFS and Probation service delivery system. Caring, well qualified, and well trained caregivers are crucial to strengthening and maintaining healthy temporary and permanent homes for children and youth in out-of-home care. Thus, the approval of the recommendations in this Board letter will support the continued design and delivery of high quality recruitment, training and support efforts by DCFS and Probation.

The Honorable Board of Supervisors

5/6/2014

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Respectfully submitted,

A handwritten signature in black ink that reads "Philip L. Browning". The signature is written in a cursive style with a large initial "P" and "B".

PHILIP L. BROWNING

Director

PLB:FAD

MR:pwd

c: County Counsel  
Executive Officer, Board of Supervisors  
Director, Internal Services Department  
Chief Probation Officer